



Monitoring and Evaluation Advisor Job Announcement No. AID – 012-13

OPEN TO: All Interested Candidates

POSITION: Monitoring and Evaluation Advisor (FSN-11)

OPENING DATE: November 13, 2013

CLOSING DATE: December 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: ZMKR 253,474.59 p.a. (Starting salary). Position Grade: FSN-11.

USAID/Zambia has an immediate opening for a Monitoring and Evaluation (M&E) Advisor in the Health Office.

BASIC FUNCTION OF POSITION

The Monitoring and Evaluation (M&E) Advisor position provides expert technical advice and guidance on monitoring and evaluation activities, strengthens data quality and reporting systems, monitors implementation of performance plans and environmental mitigation measures, and works collaboratively and effectively with Health team members, USAID staff, USG agencies, Ministry of Community Development Mother and Child Health, Ministry of Health, as well as implementing partners and donors, to strengthen monitoring and evaluation capacity.

MAJOR DUTIES AND RESPONSIBILITIES

The Monitoring and Evaluation Advisor is a full-time position and will perform the following:

A. USAID and Interagency Program Planning and Management

1. Together with other members of the Health Team, and USG agencies, conceptualize and develop practical and effective refinements to M&E system components in order to ensure their continued effectiveness in documenting implementing partner and overall President's Emergency Plan for AIDS Relief (PEPFAR), President's Malaria Initiative

(PMI), Saving Mothers, Giving Life (SMGL) , Feed the Future Initiative (FTF), and Global Health Initiative (GHI) program progress.

2. Provide expertise in M&E, data quality assurance and management, research, and reporting in compliance with USG and USAID policy and regulatory requirements (e.g. family planning; environmental mitigation). Provide guidance and consultation to the Health Team, other USG agencies, and implementing partners concerning community- and facility-linked M&E systems and issues.

3. As a member of the Interagency Working Group (Strategic Information), help ensure that USG resources are effectively coordinated and used to optimize the achievement of PEPFAR goals and objectives, and that these outcomes are clearly documented.

4. Develop appropriate M&E system information and guidance for use in preparing key planning and budget documents, such as but not limited to: the Country Operational Plan (COP), the Malaria Operational Plan (MOP), the Health Investment Plan (HIP), the Congressional Budget Justification (CBJ), the Performance Plan and Report (PPR), the semi-annual and annual program progress results, program area analyses and portfolio reviews, presentations, and briefing documents. The incumbent works with COR/AORs and the Program Office to compile data, indicators and narratives required, and ensure that all information is completed in a timely manner.

5. Liaise with other USG agencies with respect to M&E needs and results.

6. Work within the Interagency Working Group and the Health team to ensure timely dissemination of program data for developing standard templates for data presentations and reviews and maintenance and development of knowledge management systems within USAID.

7. Facilitate fiscal year target setting exercises for Health Team and USG implementing partners, including guidance to the Health Team to ensure integrity of results, avoid duplication of efforts, and develop an annual Health Investment Plan, Malaria Operational Plan, Operational Plan, and any other benchmark/target setting for USAID with reliable, ambitious, yet attainable indicators. When needed, the incumbent recommends adapting targets to be consistent with appropriated budgets, country constraints, and efforts to facilitate a transition to greater country ownership.

8. Support data entry, analysis, reprogramming, and reporting. S/he develops a detailed list of task with deadlines and individual assignments for the entire Health Team to complete assigned deliverables.

B. Provide Expert Technical Advice, Guidance, Oversight and Collaboration with Health Partner Organizations

1. Provide senior technical advice and guidance to the Health Team who serve as COR/AORs for assigned USAID-supported cooperative agreements and contracts within the Mission's Health portfolio; provide overall technical guidance and leadership to USAID staff and to Health implementing partners; oversee and review annual work plans and quarterly reports. Similarly, provide senior technical advice and guidance to USAID staff who serve as Activity Managers for USAID/Washington agreements. The Health Team's program

includes agreements and contracts that focus on M&E and research activities, as well as other multi-activity cooperative agreements.

2. Provide or arrange for expert guidance to all Health Team implementing partners on their M&E systems; offer advice on possible improvements in methodologies, record-keeping, data verification, analysis, research, abstract writing, outreach, dissemination of research findings and/or related functions.
3. Collaborate with other USG agencies, and selected Government of Zambia Ministries, including the Ministry of Health, National AIDS Council, Ministry of Community Development Mother and Child Health, donors, and implementing partners on M&E matters related to the national HIV/AIDS, TB, malaria, maternal and child health, and nutrition programs, among others; collaborate with individual organizations that may benefit from suggestions for improvements in their M&E systems.
4. Oversee and coordinate the visits of short-term advisors, evaluators, and other visitors associated with assigned M&E or program area activities. Visitors may include VIP delegations from the Office of the Global AIDS Coordinator, Congress, the White House, the State Department and other USG entities or independent think tanks. Ensure that goals and outcomes of the visits are consistent with USAID Zambia Health activities and requirements. Serve as control officer to schedule and organize VIP and other visits including identifying potential sites and performing pre-visit preparation at sites.

C. Monitoring and Evaluation of Health Activities

1. Provide leadership and technical support to the monitoring and evaluation of Health Team and, as needed, other USG health activities by ensuring that implementing partner performance monitoring systems are operating effectively, that reliable output, outcome, and impact indicators are established, collected, and analyzed periodically to support management, compliance, and reporting responsibilities. Analyze or arrange for analysis, synthesis, and presentation of program results and information on program areas.
2. Within her/his portfolio, monitor activities undertaken by implementing partners; track progress against program descriptions, implementation plans and annual work plans; assess progress and potential barriers to achievement of results; recommend program modifications to address problems; and document results as part of Health Team M&E and reporting systems.
3. Conduct periodic field visits to monitor the activities of implementing partners within the Health Team portfolio; to assess data quality; to identify and anticipate implementation problems; and work with partners to make the most effective use of available program resources. Perform Data Quality Assessments (DQAs) on all indicators related to the Health Team and perform routine project monitoring. Work with all health team C/AORs to ensure adequate site visits are taken, either by the Activity Manager or the M&E Advisor. Develop and maintain a site visit calendar including DQA, Environmental Compliance, Monitoring and Mitigation, and additional assessments required to ensure routine project monitoring.
4. Provide technical guidance in monitoring and evaluation to implementing partners in Zambia, including direct government to government funded partners.
5. Serve as Health Team's communications officer to develop and update communications materials including Mission Health fact sheet; draft speeches, press releases, and briefing

papers on the Health Team's portfolio for the Ambassador, Mission Director, Mission senior staff or others; update the Health and HIV section of the Mission webpage; and provide input to the Mission Strategic Plan.

6. Map activities for Health Team and overlay with existing data to geographically prioritize scope and caliber of health interventions, as well as plans for scale-up in collaboration with GRZ and other cooperating partners.

7. Other duties as required and appropriate may be assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

A. EDUCATION: A Masters' degree in international development, social sciences, public health, health care management or other relevant field with a minor or additional training in epidemiology, statistics, operations research, quality assurance, and/or survey methodology is required.

B. PRIOR WORK EXPERIENCE: At least seven years of relevant experience in international health care program design, implementation and management, of which at least three years have been in a developing country context and three years have focused on the development and operation of M&E systems.

C. LANGUAGE PROFICIENCY: Excellent English communication skills, both oral and in written, are essential. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

D. KNOWLEDGE: A thorough knowledge of M&E systems development and operation; sound knowledge of HIV/AIDS prevention, care and treatment in sub-Saharan Africa; and a good understanding of African social, cultural and political contexts is required.

E. ABILITIES AND SKILLS: 1) Demonstrated ability and experience in the conceptualization, design, management, and performance monitoring of complex development programs. 2) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with Health programs in government, non-governmental, and private-sector circles. 3) The ability to work effectively within team and interagency environments. 4) Strong management and analytical skills are required to strategize, develop and implement effective USAID-supported Health programs; and strong financial management and administrative skills used to track the performance of implementing partners. 5) The ability to interpret, apply, and explain program policy, guidelines, regulatory directives and related guidance. 6) The ability to organize and present information and to draft clear, concise documents. 7) Excellent computer skills, including ease in using database, word processing, spreadsheet and presentation software applications, e-mail, and familiarity with web-design.

POSITION ELEMENTS

A. Supervision Received

The M&E Advisor is directly supervised by the Health Team Leader. Desired results are outlined in broad terms. Possible alternative approaches to achieve these results may be

discussed, but the choice of alternatives is often left to the discretion of the employee. Problems of unusual difficulty or those not commonly associated with the professional specialization or activity are discussed and resolved as they arise. The Advisor's performance is periodically reviewed with regard to progress toward objectives, soundness and effectiveness of decisions and actions, and conformance with policies and regulations.

B. Available Guidelines

Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), PEPFAR and PMI guidelines, Country Operational Plans, Malaria Operational Plans, Health Investment Plan, Country Development Cooperation Strategy, National Health Strategic Plan, Mission Orders and other directives.

C. Exercise of Judgment

A variety of successful examples exist in the development and implementation of Health activities, but they do not always clearly indicate a course of action. As a result, experienced judgment is required to analyze, interpret and adapt prior experience, and to be innovative. The Monitoring and Evaluation Advisor exercises substantial independent judgment in planning, managing, monitoring and evaluating program activities, in reporting results, and in other important aspects of the position. The work involves many different, complex, and interrelated processes. The political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing interventions to encourage improved Health programs in a sustainable manner. The position requires managing for results in collaboration with a wide range of Zambian government organizations, training institutions, NGOs, FBOs, CBOs, international PVOs, and other international organizations.

D. Purpose and Impact

The M&E Advisor provides professional technical leadership, advice and guidance in health M&E systems that is vital to the achievement of PEPFAR, PMI, SMGL, FTF, and GHI goals and targets in Zambia. S/he is not only a team and implementing partner resource for M&E expertise, but s/he also provides expert technical advice and guidance to USG/FSN staff who manage implementing partners whose primary activities focus on monitoring and evaluation activities, as well as managing other multi-activity cooperative agreements as assigned.

E. Supervision Exercised

None.

F. Time Required to Perform Full Range of Duties: Six months.

APPLYING:

Qualified candidates should send a formal letter of application, a current CV, photocopies of professional certificates and degrees, a fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>), and the contact information for three professional references. Please reference the above announced number.

Complete position description listing all duties and responsibilities is available on the USAID/Zambia website: <http://zambia.usaid.gov/employment-opportunities>.

SUBMIT APPLICATION BY EMAIL TO: EXOZambiaHR@usaid.gov

E-mailed applications required.

The email subject heading must read: **Application: Monitoring and Evaluation Advisor,
AID-012-13**

Only short-listed candidates will be contacted.